



**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT BUCHANAN, PUERTO RICO 00934-3400**

REPLY TO
ATTENTION OF:

SOFB-DPW (200-1a)

9 Jan 01

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 24 – Resource Recovery and Recycling Program (RRRP)

1. The policy of this Headquarters is to substantially reduce the generation of solid wastes and to mandate the implementation of a Resource Recovery and Recycling Program (RRRP) at Fort Buchanan. All installation and tenant activities, including government housing occupants and contractors that generate recyclable materials, are required to actively participate in the installation mandatory RRRP.
2. The purpose of our RRRP is to achieve Pollution Prevention (P2) by implementing the recovery of all qualifying recyclable materials, to protect the environment and limited natural resources, to conserve valuable landfill space, and to reduce waste disposal costs. By doing this Fort Buchanan will maintain full compliance status with the Resource Conservation and Recovery Act (RCRA). In accordance with Executive Order (EO) 13103, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, 14 September 1998, installation activities are required to procure, to the maximum extent possible, “environmentally preferred” products, supplies and materials, i.e., photocopier paper products containing at least 20% of post-consumer recycled content. In addition, recycled solid wastes reduces the total cost of refuse collection and disposal on Fort Buchanan, making available more funding for other quality of life initiatives.
3. Recycling and the procurement of recycled products offers the entire community the opportunity to substantially reduce waste streams and waste management costs while extending landfill life and assuring the natural resources availability for the generations to come.
4. The Directorate of Public Works (DPW) manages the RRRP to ensure the achievement of the guidelines set forth by the Department of Defense, the Environmental Protection Agency, and the Puerto Rico Environmental Quality Board. The Garrison Commander has appointed the DPW Environmental Division as Executive Agent for the management of the program. The Environmental Division Recycling Program Coordinator (RPC) may be reached at telephone 707-3508.
5. The commercial, administrative, and industrial areas have been provided with drop-off collection points. The RPC is responsible to coordinate the collection from the drop-offs and the transportation of white paper, aluminum, newspaper, glass, plastics and other recyclable

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materials from Army family housing and from the installation drop off collection points to a Federal and/or State certified recycling processing facility. The collection of recyclable materials is to be curbside at the Army family housing areas, and collection receptacles will be provided by the DPW Housing Operations Division to family housing residents.

6. The implementation of the RRRP and the recovery of all qualifying recyclable materials are a line responsibility that extends through each supervisory level down to each individual generating waste in our community. A Unit Recycle Coordinator (URC) for each unit/activity/directorate will be appointed in writing and submitted to the RPC NLT 18 Jan 01. The URC will be responsible for supervising the recycling activities and coordinating recycling requirements with the RPC.

7. All URCs and supervisors must accept and exercise their responsibilities while fostering the recovery of aluminum cans, glass bottles, plastics, cardboard, newspapers and office paper. URCs and supervisors shall ensure, to the extent practicable, the procurement of recycled goods; foster and implement practices such as the use of routing slips instead of multiple copies; when possible, making copies on both sides of paper, reusing used paper back for notes, and using electronic filing; using reusable products such as ceramic coffee cups and glasses and reusing containers.

8. The URC will procure and provide durable and low cost recycling containers to administrative offices for the collection of the recyclable materials. The URC will be responsible for the cleanliness of collection points, pick-up points, and surrounding areas, and coordinate the collection of recyclable materials from their respective unit, activity, or directorate and deposit them in the drop offs located throughout the installation.

9. Each activity and resident will comply with the requirements of the RRRP and will segregate the following recyclable materials prior to depositing them in the drop offs, as applicable:

- a. Office white paper
- b. Newspapers
- c. Aluminum cans
- d. Glass bottles
- e. Plastic bottles

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f. Cardboard

10. This policy memorandum is directive in nature; therefore, all personnel in a supervisory role must be aware of this policy and subsequently inform all subordinates.

11. Point of contact for additional information is Mr. Felix Mariani, DPW Environmental Chief telephones 707-3508/3575 or email: marianif@usarso.army.mil.

JOHN W. PESKA
Colonel, SF
Commanding

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